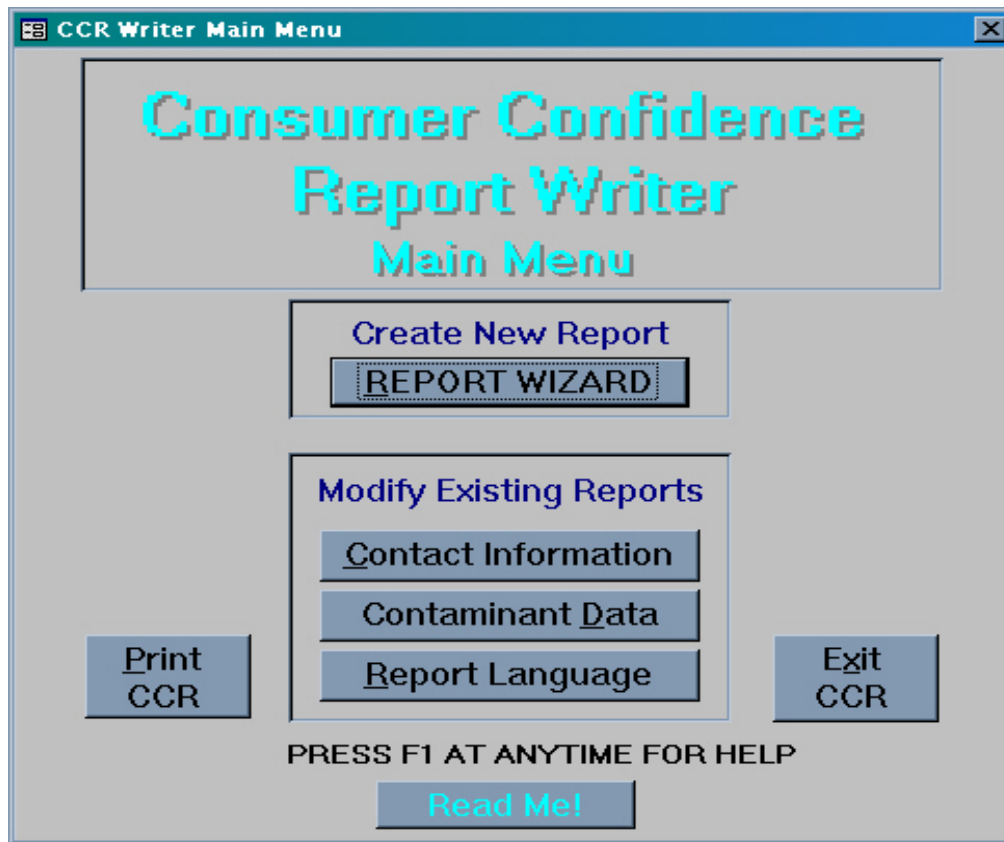


## **A Brief Overview of EPA's Consumer Confidence Report Writer Application (CCR Writer v.2.0)**

The Consumer Confidence Report Writer (CCR Writer) software is designed to help water suppliers quickly create their consumer confidence reports (CCRs) according to the requirements for report content, format, and distribution given in the CCR Rule [40 CFR part 141 Subpart O]. This application takes users through all the sections of a consumer confidence report using a friendly graphical user interface, converts lab results into "CCR units", allows users to insert and edit Environmental Protection Agencies (EPA's) recommended educational and mandatory text, and customize report text for specific situations. For more details on what a consumer confidence report should contain, refer to the documents entitled: "Preparing Your Drinking Water Consumer Confidence Report: Guidance for Water Suppliers" (EPA-816-R-02-002).

This report provides a brief overview of the main CCR Writer screens and outlines the functionality of the application.

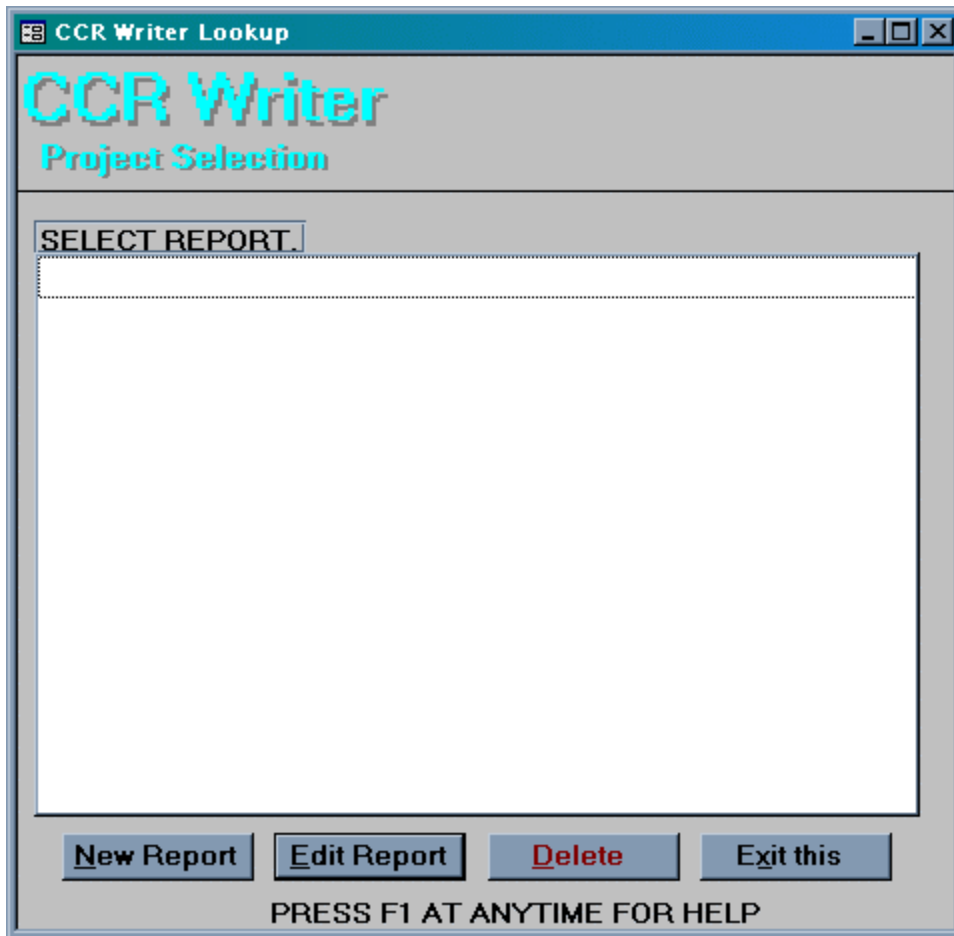
## MAIN MENU SCREEN



The Main Screen of the CCR Writer application provides the user with an entryway into the software. There are several options to choose from on this screen. Select the **Report Wizard** button if you would like to create a new consumer confidence report. To modify an existing report, choose one of the **Contact Information**, **Contaminant Data**, or **Report Language** buttons. From this screen you can also go directly to the print menu to print an existing report.

Questions about using CCR Writer software can be answered by selecting the **Read Me!** button. It reminds users to consult EPA's *Preparing Your Drinking Water Consumer Confidence Report: Guidance for water suppliers* (EPA-816-R-02-002) and any applicable state guidance when creating a consumer confidence report.

## PROJECT SELECTION SCREEN



After selecting the Report Wizard button on the main menu the Project Selection Screen opens. This screen provides a directory of all the reports you have saved in CCR Writer. To create a new report, click the **New Report** button. To modify an existing report, select the name of the report from the list of reports provided and click **Edit Report**. You can also delete saved reports on this screen, using the **Delete Report** button.

Don't forget: CCR Writer has a built-in help function. Press F1 at anytime to view the Help screens. These screens contain more screen specific information on how to use the application to develop your consumer confidence report. Additionally, there are a number of features called **Hint** buttons that provide the user with timely hints on specific features of the application. It is strongly recommended that the user take advantage of these hints until they're comfortable with the application.

## CONTACT INFORMATION SCREEN

**CCR Writer**  
**Contact Information**

**Water System Name:** Anytown WaterWorks **(Required)**

**Contact Name:** Steve Smith **(Required)**

**Address1:** 15 AnyStreet St.

**Address2:**

**City:** Anytown

**State:** LA

**Zip Code:** 11111-1111

**Phone:** (999) 999-9999 **(Required)**

**Fax:** (999) 999-9998

**E-mail Address:** steve.smith@anytown.com

**Web Address (URL):**

**Report Title:** AnyTown's Water Quality Report for 2002

**Next >** **Exit this form**

On the Contact Information screen, enter your system-specific information. The water system name, contact name, and the system's phone number are required in order for the user to move to the next screen. Also, you should provide a title for your report on this screen.

Hit **Next >** to move the next screen, where you will enter contaminant data.

## CONTAMINANT DATA SCREEN

CCR Writer - Detection Data Form

**CCR Writer**  
Contaminant Data

Contaminant: **Nitrate [measured as Nitrogen]** (Required)

If samples are older or newer than the report, check here: ☐ Enter sample date: **30/05/01** (mm/dd/yy)

Highest level reported to the state to determine compliance: **11** Units: **ppm** (Required)

Lowest Level Detected: **0** or if not detected check here ☐ Highest Level Detected: **0**

Chemical Name: **Nitrate [measured as Nitrogen]**  
Category: **Inorganic Contaminants**

MCL: **10 ppm**  
MCLG: **10 ppm**

Potential Sources  
Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits

Potential Human Health Effects  
Infants below the age of six months who drink water containing nitrate in excess of the MCL could become seriously ill and, if untreated, may die. Symptoms include shortness of breath and blue-baby syndrome.

Additional Language: **Hint**

**Add Contaminant**  
**Next Contaminant**  
**Previous Contaminant**  
**Delete Contaminant**

**No records**  
**PRESS F1 FOR HELP AT ANY TIME**

**< Back** **Finished >** **Exit this report**

Select each contaminant you detected from the pull down menu that is visible when you click the arrow on the right side of the box labeled “Contaminant”. If the monitoring for that contaminant was done before the year of the report, check the box and enter the date of the sample. This information will be included in the consumer confidence report.

Enter the highest contaminant level reported to the State to determine compliance, and ranges where applicable. Select the applicable unit of measure from the pull down menu. CCR Writer will automatically convert these units to “CCR units.”

You can modify the language provided for the potential sources of the contaminant to indicate the most likely source for your system. Enter the best information you have. The health effects information will only be displayed if the data entered indicates that a violation of the standard for that contaminant has occurred. Educational language may be required in some situations when detected values exceed certain thresholds (*i.e.*, arsenic and lead). This language can be added on the Report Language Screen described below.

After you've entered all the correct information for one contaminant, click on **Add Contaminant**. Repeat the above process for each detected contaminant. CCR Writer will prompt you if required information (such as units) are missing.

To review the contaminants entered, click on **Previous Contaminant**. To move to the next screen after you have entered all contaminants, click on **Finished**.

## REPORT LANGUAGE SCREEN

CCR Writer - Discretionary Language Form

**CCR Writer**  
Report Language

**Language Categories**

☒ General Information    ☐ Results of voluntary monitoring    ☐ Compliance with other rules  
☐ Variance and Exemptions    ☐ Foreign Language Notices    ☐ Cryptosporidium monitoring results  
☐ Radon    ☐ Lead Educational Statement    ☐ Arsenic Educational Statement

**Report Language Title:**  
Is my water safe?

**Required Language:**

**Suggested Language:** Insert Text

Last year, as in years past, your tap water met all U.S. Environmental Protection Agency (EPA) and state drinking water health standards. Local Water vigilantly safeguards its water supplies and once again we are proud to report that our system has never violated a maximum contaminant level or any other water quality standard.

Note: Click Insert EPA Suggested Text button to view, edit and include optional language in the final report.

Previous 1 of 7 Next Section Hint!

< Back Finish Exit

Each of the buttons at the top of this screen contains a number of subheadings (listed below). All required text is included automatically. You will be able to enter information for as many of the subheadings as you need. For each section below marked with a star (★), EPA has provided a recommended explanation. To insert this explanation, click on the button marked **Insert EPA Suggested Text**. You can modify this text. Click on **Next Section** to tab through the fields within each "Language Category" section.

### General Information

- Is my water safe? ★
- Do I need to take special precautions?

- Where does my water come from?
- Source water assessment and its availability.
- Why are there contaminants in my drinking water? ★
- How can I get involved?
- Other information.

#### *Variance and Exemption*

- Explanation of reasons for variance/exemption.
- Date on which variance/exemption was issued.
- Brief status report on compliance with variance/exemption.
- Notice of opportunity for input into renewal/review.

#### *Radon*

- Results of radon monitoring. ★

#### *Cryptosporidium*

- Summary of Cryptosporidium monitoring-results. ★

#### *Results of voluntary monitoring*

- Results of voluntary monitoring.

#### *Foreign Language Notice*

- Spanish (Espanol)
- French (Francais)

#### *Compliance with other rules*

- Monitoring and reporting violations.
- Surface water treatment rule filtration and disinfection violations. ★
- Lead & copper rule violations.
- Violations of treatment techniques for Acrylamide/Epichlorohydrin.
- Recordkeeping violations.
- Violations of terms of variance, exemption, or administrative or judicial order.

#### *Lead Educational Statement*

- Adds the Lead Educational Statement to the report if required (statement required if you are above the action level of 15 ppb in more than 5% and up to and including 10% of sites sampled). ★

#### *Arsenic Educational Statement*

- Adds the Arsenic Educational Statement to the report if required (Effective for reports due by July 1<sup>st</sup>, 2002 the educational statement is required if arsenic is detected between 5 ppb and up to and including 10 ppb). ★

Click **Back** to return to the previous (Contaminant Data) screen.

Click **Finish** to move to the next screen for report output options.

Click **Exit** to return to the main menu.

## REPORT OPTIONS SCREEN

CCR Report Options

SELECT REPORT.

EPA Water System

Selected Report Title :  
No Title

Print Exit this form

Once you have compiled the data for your draft report, CCR Writer takes you to the Report Options screen. From this screen you can select the file name that you want to preview, and then click **Print**. Once the report is visible on the screen you will have the option of exporting the report, printing the report to your printer or otherwise manipulating the report pages.

Clicking on **Exit this form** returns you to the Main Menu.